THEMBISILE HANI LOCAL MUNICIPALITY

THLM/SCM14/2026-2027/F02
APPOINTMENT OF A SERVICE PROVIDER FOR INSURANCE BROKER SERVICES FOR SHORT TERM INSURANCE COVER FOR THEMBISILE HANI LOCAL MUNICIPALITY FOR A PERIODOF 36 MONTHS.

CONTENTS

THE TENDER

Part T1: Tendering Procedures
T1.1 Tender notice and invitation to tender
T1.2 Tender Data

Part T2: Returnable Documents
T2.1 List of returnable documents

THE CONTRACT

Part C1: Agreements and Contract Data
C1.1 Form of Offer and Acceptance
C1.2 Contract Data
Part C2: Pricing Data
C2.1 Pricing Instructions
C2.2 Bill of quantities
Part C3: Scope of Work
C3 Scope of Work
Part C4 : Additional Relevant Documents
C4.1 Supply Chain Management Policy

THEMBISILE HANI LOCAL MUNICIPALITY

THLM/SCM14/2026-2027/F02
APPOINTMENT OF A SERVICE PROVIDER FOR INSURANCE BROKER SERVICES FOR SHORT TERM INSURANCE COVER FOR THEMBISILE HANI LOCAL MUNICIPALITY FOR A PERIODOF 36 MONTHS.

TENDERING PROCEDURES

THE TENDER

Part T1: Tendering Procedures

T1.1 Tender notice and invitation to tender

T1.2 Tender Data

Tenderer	Witness 1	Witness 2	Employer	Witness 1	Witness 2

THEMBISILE HANI LOCAL MUNICIPALITY

APPOINTMENT OF A SERVICE PROVIDER FOR INSURANCE BROKER SERVICES FOR SHORT TERM INSURANCE COVER FOR THEMBISILE HANI LOCAL MUNICIPALITY FOR A PERIODOF 36 MONTHS.

T1.1 TENDER NOTICE AND INVITATION TO TENDER

Contract No.	Description	Compulsory Briefing	Technical Enquiries	Availability of Tender Document	Closing Date
THLM/SCM14 /2026 – 2027/F02	Appointment of a Service Provider for Insurance Broker Services for Short Term Insurance Cover for Thembisile Hani Local Municipality for a period of 36 months.	N / A	Mr R. Makhubele T: 013 986 9198 E: MakhubeleR@thembisilehanilm.gov.za	17 November 2026 @ 08h00	14 December 2026 @ 12:00

Prospective Service Providers are encouraged to download the tender documents from the E-Tenders Portal according to the dates indicated above at www.etenders.gov.za. The only time hard copies will be made available is if there are technical challenges from the E-Tenders portal.

Cash and EFT payments will be accepted and must be made payable to Thembisile Hani Local Municipality only for hard copy tender documents, any tender documents which are downloaded from the E-Tender portal are free of charge, the price per document is not applicable to them. Sealed envelopes marked with the tender number as indicated above, must be placed in the bid box at the Municipality's Offices, Stand Number 24, Mthombomuhle (Kwaggafontein C), no later than 12h00 on the above-mentioned date.

Please take note that no bid documents will be given to couriers unless the courier company is in the possession of a letter on an official letterhead, confirming on behalf of the company the full details of the specific bid/bids to be collected and the payment of the full amount payable for bids is required.

The Council reserves the rights to either accept the whole or part of any bid, or not to appoint. Facsimiles or e-mailed documents will not be accepted. No awards will be made to a person who;

- **Is in the service of the state,**
- **If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of state, and/ or**

A Preferential Point system shall apply whereby a contract will be allocated to a bidder in accordance with the Preferential Procurement Policy Framework Act, Act No 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Thembisile Hani Local Municipality and the Preferential Procurement Regulations of 2022 where 80/ 20 points system will be applied wherein 80 points are for Price and 20 for Specific Goals.

SCM Enquiries: Mr S. Baloyi through Tel: (013) 986 9233, Email: BaloyiS@thembisilehanilm.gov.za and **Ms P. Sibiya through Tel: (013) 986 9153, Email: SibiyaP@thembisilehanilm.gov.za**
Municipal Manager – Mr. D.J.D. Mahlangu

Tenderer	Witness 1	Witness 2	Employer	Witness 1	Witness 2